



**SOUTH EASTERN KENYA UNIVERSITY**

**POLICY ON PRINTING, CUSTODY AND REPRINTING OF  
CERTIFICATES**

**2018**

## **Vision**

To be a globally competitive centre of excellence in teaching, research and innovation and service.

## **Mission**

To provide quality education through teaching, research, extension, innovation and entrepreneurship with emphasis on dryland agriculture natural resources and environmental management

## **Core Values**

Professionalism

Innovation

Integrity

Freedom of Thought

Teamwork

Respect for and conservation of the environment

## **Philosophy**

Transforming lives through teaching, research, innovation and community service

## **ABBREVIATION AND ACRONYMS**

SEKU: South Eastern Kenya University

## **DEFINITION OF TERMS**

**Certificate:**An official document attesting a fact issued to students upon completing their studies.

**Post-humously:**Happening after a person's death

**Lost certificate:**A certificate that whereabouts cannot be traced

**Destroyed certificate:**certificates that are torn

**Spoilt certificate:** A certificates that is defaced or torn

## **FOREWARD BY THE CHAIRMAN OF COUNCIL**

The South Eastern Kenya University Council is committed to ensuring that the printing, custody and reprinting of certificates in the University is done in a manner that upholds integrity, trust and security. The processes involved should create confidence and satisfaction to the stakeholders, especially students and recipients of the certificates.

This policy will ensure that proper systems and procedures of managing certificates within the University are put in place. It provides a clear framework that enables issuance and collection of certificates within a stipulated period. In addition, it addresses issues relating to the correctness, loss and damage of certificates.

I urge that every effort be made to ensure that the provisions of this policy are fully implemented.

**DR. REUBEN CHIRCHIR**  
**CHAIRMAN OF COUNCIL**

## **PREFACE BY THE VICE CHANCELLOR**

South Eastern Kenya University was established as a chartered university on 1<sup>st</sup> March 2013. The Charter envisages the University to issue certificates to the successful candidates enrolled in the various levels training. This responsibility requires the University to have a proper documented procedure that is known to all stakeholders, hence this policy.

Since its establishment, the University has had five graduation ceremonies, and certificates printed and issued to the graduates. Therefore requirements for consistent handling of the certificates are needed. This is what this policy addresses as it provides guidelines on the printing, custody and reprinting of certificates at South Eastern Kenya University.

**PROF. GEOFFREY M. MULUVI Ph.D**  
**VICE-CHANCELLOR**

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## **1. INTRODUCTION**

### **(1) Policy statement**

South Eastern Kenya University is committed to ensuring safe custody of certificates and established known mechanisms of securing the reprinting of the same. This policy seeks to ensure that, at all stages, certificates are managed in a clear transparent manner to the satisfaction of the University's customers, namely its students and graduates.

### **(2) Policy Objectives**

The objectives of this Policy are to:

- (a) manage the uncollected certificates,
- (b) discourage graduates from leaving their certificates uncollected for a long period of time,
- (c) ensure that graduates confirm the correctness of all details pertaining to their names and degree programme, and
- (d) create ways of managing graduates issues on lost or destroyed certificates.

### **(7) Justification**

Certificates are important documents issued by the University and should be handled with maximum care and sensitivity. A standard defined action is required that is achieved through a policy. It is envisaged that, with the number of graduates increasing each year, there will be demand on storage and reprinting of certificates. At the same time, cases of lost or destroyed certificates will require action. These certificates require space and security for storage, putting pressure on the available storage facilities. The University, thus, needs a procedure that encourages graduates to collect their certificates within a stipulated timeframe, as well as give direction on handling of uncollected, lost or destroyed certificates.

### **(8) Scope of the Policy**

This Policy applies to graduates of South Eastern Kenya University.

## **2. POLICY GUIDELINES**

### **(1) Printing of Certificates**

- (a) The University shall only print certificates for students approved for graduation by Senate and Council.
- (b) The certificates shall only be printed by a security printer.



- (c) The certificate shall only be printed with security features, which cannot be reproduced.

## **(2) Storage of certificates**

The certificates shall be stored within a secure building in a water- and fire-proof safe.

## **(3) Collection of certificate**

### **(a) Who can collect a certificate**

A graduate shall collect his or her certificate in person or send a representative bearing an affidavit signed by a commissioner for oaths or a magistrate.

### **(b) Collection of certificates**

- (i) South Eastern Kenya University graduates shall be required to collect their certificates within six months after graduation.
- (ii) There shall be a custodial fee of KSh1,000 charged for the first year after elapse of the collection timeframe with an additional KSh500 charged for every subsequent 12 months after the initial custodial fee has been charged. These charges shall be reviewed from time to time.

## **(4) Reprinting of certificates**

### **(a) Correction and Reprinting of certificates**

- (i) Certificates shall be reprinted or corrected within six months after the date of graduation ONLY if there is an error on the certificate caused by either the University or the printer.
- (ii) The University shall not be held liable for any errors on the certificates if they are not collected within six months after the date of graduation.

### **(b) Approval for reprinting of certificates**

The Vice-Chancellor, on behalf of the University Senate, shall approve the reprinting of certificates.

## **(5) Lost or destroyed certificates**

The University shall not reprint a lost/destroyed certificate but shall provide a letter, which shall serve, as a replacement.

**(6) Spoilt certificates**

Certificates that are spoilt shall be destroyed by crossing diagonally and punching two holes on the top edge and a destruction certificate issued.

**(7) Disposal of certificates**

The University shall dispose of uncollected certificate after a period of ten (10)years has elapsed from the date of graduation.

**4. IMPLEMENTATION**

The Policy shall come into force immediately upon approval

**5. REVIEW**

The Policy will be reviewed where necessary, from time to time.